

DODGE COUNTY EXECUTIVE COMMITTEE

September 6, 2016, 8:00 A.M.

FIRST FLOOR – ROOMS H & I AUDITORIUM

DODGE COUNTY ADMINISTRATION BUILDING, JUNEAU, WI 53039

The meeting was called to order at 8:00 a.m. by Dodge County Executive Committee Chairman, Russell Kottke.

Members present: Frohling, Kottke, Maly, Marsik, Miller, and Schmidt.

Member absent: Berres (arrived at 8:02 a.m.).

Others present: County Administrator Jim Mielke; County Clerk Karen Gibson; Deputy County Clerk Christine Kjornes; Emergency Management Director Amy Nehls; Emergency Management Deputy Director Joe Meagher; Corporation Counsel John Corey; Clearview Administrator Jane Hooper; and WBEV Radio Station Reporter John Muir.

Supervisor Berres arrived at 8:02 a.m.

Motion by Maly, seconded by Miller to approve the Agenda and allow the Chairperson to go out of order as needed to efficiently conduct the meeting. Motion carried.

Motion by Miller, seconded by Frohling to approve the August 1, 2016, minutes as presented. Motion carried.

Motion by Frohling, seconded by Marsik to authorize out-of-state travel for Clearview Administrator Jane Hooper to attend the Leading Age Conference and Expo in Indianapolis, Indiana, from October 30, 2016 – November 2, 2016. Motion carried. Clearview Administrator Jane Hooper reported that she is a member on the National Leading Age Board, and that funds are available in the Clearview budget to pay all costs for her attendance at this conference and exposition.

Motion by Maly, seconded by Miller to authorize out-of-state travel for 4-H/Youth Development Agent Marie Witzel, and Youth Dairy and Livestock Agent Bonnie Bordon to attend the National Association of Extension 4-H Agents Conference in New Orleans, Louisiana, from October 9 – 13, 2016. Motion carried.

County Clerk Karen Gibson reviewed agenda items for the Tuesday, September 20, 2016, County Board meeting. Ms. Gibson reported that the agenda will include an appointment to the Housing Authority Committee, Resolutions from the Finance Committee, the Health Facilities Committee, the Highway Committee, and the UW-Extension Education Committee. Ms. Gibson further reported that the agenda will include Reports from the Planning, Development and Parks Committee, and an Ordinance from the Highway Committee.

Ms. Gibson reported that she solicited bids for the printing of the 2017 Dodge County Plat Book and received four bids. Motion by Frohling, seconded by Maly to accept the bid submitted by JP Graphics of Appleton, Wisconsin, in the amount of \$2,820, for 800 plat books. Motion carried.

Ms. Gibson provided an oral report to the Committee regarding the preliminary 2017 County Clerk budget. Ms. Gibson reported that the 2017 County Clerk budget shows a decrease from the 2016 budget because the current Chief Deputy does not participate in the Dodge County health insurance plan. Ms. Gibson further reported that the election budget shows a decrease from the 2016 budget because there are only two scheduled elections in 2017. Ms. Gibson further reported that new election equipment will be

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purchased in 2017, and it is anticipated that funding for the purchase will come from County Sales and Use Tax receipts and contributions from municipalities in Dodge County. Supervisor Berres asked a question regarding the fee for getting married at the courthouse. Supervisor Marsik asked whether or not municipal town board members could be offered any unsold 2014 Dodge County Plat Books.

Ms. Gibson reported that she has received the conference materials for the Wisconsin Counties Association Annual Conference to be held on September 25-27, 2016 in Milwaukee, Wisconsin, and she will distribute the materials at the September 20, 2016 County Board meeting.

Administrator Jim Mielke provided a brief oral report to the Committee regarding the sanitary pipe replacement project at the Dodge County Detention Facility. Mr. Mielke reported that the bid opening will take place on September 8, 2016, and the Finance Committee and the Building Committee will review the bids and discuss finance options at their joint meeting to be held on September 13, 2016.

Mr. Mielke reported that minor adjustments are anticipated for the 2017 budget of the County Board and County Administrator, and the budgets will be discussed at the Finance Committee meetings scheduled later this month.

The Committee briefly discussed the timeline for review of the performance of the County Administrator. Ms. Gibson stated that she will provide the performance review form to the committee members.

Emergency Management Director Amy Nehls provided an oral report to the Committee regarding the COOP Exercise After Action Report. Ms. Nehls reported that the After Action Report includes areas for improvement that were identified in the exercise, but it does not include the need for a back-up generator at the Mayville site. Ms. Nehls further reported that she and Emergency Management Deputy Director Joe Meagher will meet with Judge Joe Sciascia and Information Technology Director Ruth Otto to tour the Beaver Dam Municipal Court building, because it is not feasible to relocate the Dodge County courts to the Mayville site in the event of an emergency, and it is necessary to establish an alternate site. Supervisor Maly commented that she liked the report, and suggested that tasks be assigned to individual persons in order to establish ownership of the tasks. Supervisor Frohling suggested that tasks be assigned to individual positions, and not to individual persons, because changes in personnel may take place and ownership of tasks may then be lost.

Ms. Nehls provided an oral update to the Committee regarding the NEDA Mine Rescue. Ms. Nehls reported that an After Action Report has been compiled, and that technology was identified in the After Action Report as a critical issue. Ms. Nehls further reported that there were issues with cellular coverage with the Mobile Command Center and also with retrieving maps of the area. Ms. Nehls reported that local, state, and federal personnel worked together for a successful rescue operation. Ms. Nehls reported that Dodge County does not have training in mine rescue or confined space rescue but Dodge County does have training in child abduction, which was utilized. Ms. Nehls stated that she will provide copies of the After Action Report to the Committee members.

Ms. Nehls provided a brief oral update on the Simulcast for DOFIRE 1 channel. Ms. Nehls reported that the DOFIRE1 channel has been successfully upgraded.

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Ms. Nehls provided a brief oral report to the Committee regarding the preliminary 2017 Emergency Management budget. Ms. Nehls reported that the updates for DOEM5 and DOHWY1 have been requested as 2017 Capital Improvement projects, and the purchase of a generator for the Mayville COOP site is budgeted for 2018.

Corporation Counsel John Corey provided a brief oral update to the Committee regarding the status of his review of contracts for various departments. Mr. Corey reported that he has completed review of the Zirmed Agreement and that it has not yet been signed by either Dodge County or Zirmed. Mr. Corey further reported that he has completed review of the Experian Health Inc. Agreement, that it has been signed by Dodge County, and that it has not yet been signed by Experian Health Inc. Mr. Corey further reported that these proposed Agreements are related to the current, ongoing implementation of a computerized billing system at the Dodge County Human Services and Health Department. Mr. Corey further reported that he has received a proposed Memorandum of Understanding from Dodge County Sheriff, Dale Schmidt, regarding the Dodge County Emergency Response Team, and that he is in the process of reviewing it.

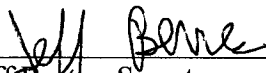
Mr. Corey provided Committee members with a document entitled *Explanation of Changes in the Amount of Tax Levy in the Proposed 2017 Corporation Counsel Budget Compared to the 2016 Corporation Counsel Budget*. Mr. Corey reported about the proposed 2017 budget for each of the three business units of the Corporation Counsel Department, as set forth in that document. Mr. Corey also provided Committee members with a document entitled *Dodge County, Wisconsin, 2017 Department Budget Report Analysis, Detailed Rev & Expend by Business Unit, For Corporation Counsel – Executive Com.*

Chairman Kottke provided a brief oral update to the Committee regarding the UW-Extension Reorganizational Plan. Mr. Kottke reported that Rick Klemme, Dean and Director of Cooperative Extension, University of Wisconsin-Extension, will retire as of November 1, 2016, and that there have been other staff changes. Mr. Kottke further reported that a survey will be sent by the University of Wisconsin-Extension system to all State of Wisconsin elected officials.

Mr. Mielke reported that he has no updates regarding the Glacial Heritage Development Partnership (GHDP).

Meeting adjourned at 9:12 a.m. by the order of the Chairman.

The next regular meeting is scheduled for **Monday, October 3, 2016 at 8:30 a.m.**



Jeff Berres, Secretary

Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.